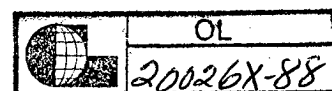


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20 January 1988

Memorandum For: Executive Officer, Office of Logistics

From: Chief, OIR/MPD/PPB
GE47, HQs

Subject: Publication Delivery Codes

Several weeks ago Publications Procurement Branch advised your office that publication delivery codes were being developed for each Agency component. (We based these component codes on your office identification number, which is 5700.) This project is an effort to provide publications to requesters on a more timely, efficient basis, particularly by arranging for magazine vendors to presort, address, and deliver subscription material directly to the CIA mailroom. Publications will arrive in OL/Mail & Courier Branch with a label bearing the four-digit office code on the first line and corresponding room number and building on the second line.

Attached is a list of the derived component codes assigned to your office with corresponding room numbers. Please provide this information to those in your office responsible for handling publication receipts to ensure correct sorting and delivery of these materials. Henceforth, please notify us of changes in your office organization or room numbers so that we can update the subscription delivery information.

Any corrections or questions regarding this list should be directed to:

OIR/PPB
GE47 Headquarters
Telephone:

We very much appreciate your assistance to date in this matter.

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